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TO : Chief, Basic School

DATE: 4 June 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 29 May - 4 June 1956

1. Numbers in Clerical Induction Training. During the week of 29 May there were 39 people in Clerical Induction Training.

2. Clerical Orientation Training. During the week of 29 May Clerical Orientation was not conducted.

3. Clerical Refresher #60 Begins. Clerical Refresher #60 began on Monday, 4 June with 46 students enrolled from the following Agency components: DBP, 17; DDI, 14; DDS, 14; DCI, 1.

4. Chief, Clerical Induction on Leave. [redacted] Chief, Clerical Induction, will be on annual leave from 4 June through 15 June 1956. [redacted] Chief, Clerical Training, will be in charge of Clerical Induction during [redacted] absence.

5. Instructor to Audit Course. [redacted] Instructor in Clerical Induction, will audit the Shorthand Theory Review Course beginning 4 June and lasting for four weeks.

6. Secretary Enrolled in Course. [redacted] has been enrolled in the Shorthand Theory Review Course beginning 4 June 1956 and lasting for four weeks.

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OTR/CT:MAH:jdm (4 June 1956)

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